



JOB ANNOUNCEMENT--PUBLIC

CARLSBAD CITY LIBRARY

Adult Learning Program

1207 Carlsbad Village Drive, Suite O
Carlsbad, CA 92008
40J-2006-02

POSITION: Literacy Program Assistant — Part Time

LOCATION/DIVISION: Adult Learning Program

HOURS: Varied schedule up to 19 hours per week (including weekdays, evenings, and occasional weekends). Training period through December may require additional hours.

SALARY RANGE: \$12.75 - \$18.00 per hour

DUTIES AND RESPONSIBILITIES:

Under supervision of the Adult Learning Program Interim Coordinator, the Literacy Program Assistant will perform a variety of tasks in the library's adult and teen literacy programs. Work may include training and coaching volunteer tutors; orienting, interviewing, and developing education plans for learners; outreach in the community; curriculum development; phoning and reception duties; helping others use the library collection; special project planning and implementation; facilitating small groups; developing and writing procedures and newsletters; interacting with other library & City staff and outside vendors; recordkeeping; tutoring; computer instruction and user support; providing information and referrals.

IDEAL CANDIDATE:

The ideal candidate has significant experience in adult literacy instruction; volunteer work; and working with low-income clientele with diverse backgrounds. A strong history of using the Internet and Windows computer applications, including Microsoft Office, database programs, and desktop publishing, is essential. Oral bilingual skills in English and Spanish are helpful.

The ideal candidate is warm, caring, and easily approachable; is flexible in attitudes and schedule; has a good sense of humor; enjoys and is effective working with people from all walks of life; is resourceful when encountering the unexpected; uses excellent oral and written communication skills; maintains confidentiality; keeps timely and accurate records; stays focused on program mission and goals; cooperates easily with other team members; incorporates excellent organizational skills; perceives needs and finds solutions; is a self-starter accomplishing goals with minimal supervision; and is passionate about libraries, literacy, and helping individuals meet their own goals.

APPLICATION: Paper applications are available at all Carlsbad City Library locations; submit application, including supplemental page, *and* resume to: Job Announcement, Adult Learning Program, 1207 Carlsbad Village Dr., Ste. O, Carlsbad, CA 92008. Or apply online at www.ci.carlsbad.ca.us under "Job Opportunities."

CLOSING DATE: October 13, 2006, or until filled.

SELECTION PROCEDURE: Applicants will be notified only if selected for an interview.

Questions may be emailed to: carlsbadadultlearning@yahoo.com

CARLSBAD CITY LIBRARY
Supplemental Application for Part-Time Employment

NAME: _____ DATE: _____

I AM AVAILABLE TO WORK THE FOLLOWING DAYS OF THE WEEK AND TIMES OF THE DAY AND/OR EVENING:

_____ MONDAY	TIMES _____
_____ TUESDAY	TIMES _____
_____ WEDNESDAY	TIMES _____
_____ THURSDAY	TIMES _____
_____ FRIDAY	TIMES _____
_____ SATURDAY	TIMES _____
_____ SUNDAY	TIMES _____

I AM AVAILABLE TO BEGIN WORK ON: _____

I AM INTERESTED IN WORKING AT THE FOLLOWING LOCATIONS: (CHECK ALL THAT APPLY)

PLEASE NOTE: THE LIBRARY IS OPEN SEVEN DAYS A WEEK AND LIBRARY STAFF ARE NEEDED TO WORK MORNINGS, AFTERNOONS AND/OR EVENINGS.

_____ CARLSBAD CITY LIBRARY
1775 DOVE LANE

_____ CENTRO DE INFORMACIÓN
BILINGUAL SPANISH/ENGLISH MATERIALS
3333 HARDING STREET

_____ GEORGINA COLE LIBRARY
1250 CARLSBAD VILLAGE DRIVE

_____ ADULT LEARNING PROGRAM
LITERACY TUTORING
1207 CARLSBAD VILLAGE DRIVE, STE. O

I AM INTERESTED IN WORKING IN THE FOLLOWING SERVICE AREAS OF THE LIBRARY: (CHECK ALL THAT APPLY).

_____ ADMINISTRATIVE SERVICES	_____ LOCAL HISTORY ROOM
_____ CHILDREN'S SERVICES	_____ MEDIA SERVICES
_____ CIRCULATION SERVICES	_____ PROGRAMS
_____ COLLECTION DEVELOPMENT	_____ REFERENCE/INFORMATION SERVICES
_____ GENEALOGY	_____ TECHNICAL SERVICES

